

St. Vincent Ferrer Preschool and Daycare  
400 Florida St.  
Vallejo, CA 94590  
(707)552-6066

### **ADMISSIONS AGREEMENT**

St. Vincent Ferrer Preschool and Daycare is a no-profit childcare center licensed by the State of California Department of Social Services. Our license number is 480109880.

### **FACILITY TYPE**

St. Vincent Ferrer Preschool and Daycare meets Monday through Friday from 7:00am to 6:00pm. Children range in the ages from two to five years of age.

### **HEALTH**

Your child's health is matter of major importance to us all. Upon enrollment, you must file with us a health form signed by a physician. We also require that the child have certain standard immunization and tuberculin clearance. A daily health inspection, including checking child's temperature, is given upon each child's arrival at school. The person bringing the child must wait until the inspection is over before leaving the premises. We are adhering to COVID-19 guidelines provided by the CDC.

### **FACILITY OPERATION**

All children may remain in the program as long as their experiences are positively and safely contributing to their growth and development and that of those around them. Safety law requires that the children be brought to the Preschool/Daycare by a parent or guardian who will sign in and out each day with a full signature and correct time noted on the sign in/out page at the entrance of the facility.

### **PAYMENT PROVISIONS**

The registration fee and signed contract are required upon acceptance. The registration fee is nonrefundable. Payment for each month is due on the first of every month. Payments received after the closing of the 5<sup>th</sup> of the month are considered late and will result in a late fee. Tuition payment will not be pro-rated due to illness, no-show, school holidays or closings. Parents will be given a two months notice by the Preschool/Daycare before a raise in fees goes into effect. St. Vincent Ferrer Preschool and Daycare reserves the right to drop any member for delinquency in payment fees.

All families are required to be enrolled in FACTS. It is a financial management company that will set up individual accounts for each family so that tuition is paid consistently and on time each month. You can access our school FACTS website at <https://online.factsmgt.com/signin/49TGL>. This link is live and you are now able to create a new account with your personal information each year. Should you encounter any problems, please contact our bookkeeper, Katie Cuevas at [katie.cuevas@svfsvallejo.org](mailto:katie.cuevas@svfsvallejo.org).

### **INSPECTION AUTHORITY BY COMMUNITY CARE LICENSING**

Section 101195(B-C). The Department of Licensing Agency shall have the authority to interview clients, including children and staff, and to inspect and audit client and facility records without prior consent. The Department of Licensing Agency shall have the authority to observe the physical condition of the client, including conditions which could indicate abuse, neglect, or inappropriate placement and to have a licensed medical professional examine the client.

### **PERSONAL INFORMATION AND BELONGINGS**

On your child's first day, please make sure your child has the following:

- \_\_\_\_ A complete change of clothing (including underwear) in a large Ziplock bag
- \_\_\_\_ A current photo of your child
- \_\_\_\_ A signed physician report
- \_\_\_\_ Immunization Records
- \_\_\_\_ Tuition Payment or verification of enrollment in FACTS per contract
- \_\_\_\_ Any necessary medication

The following is for Daycare children only:

- \_\_\_\_ A lunch provided in a labeled lunch pail and include all utensils needed.
- \_\_\_\_ A drink provided in a disposable container or spill proof water bottle.
- \_\_\_\_ A toothbrush labeled with their name
- \_\_\_\_ A comfort item (if needed for nap)

\*SVFP provides children with a blanket and cot sheet for naptime.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **CHILD ABUSE REPORTING**

The Child Abuse Reporting Law, Penal Code Chapter 2, Title 1, Article 2.5, Section 111165 states that a childcare custodian is mandated to report any suspected child abuse to a child protective agency immediately by telephone with a written follow-up report.

### **FINGERPRINTING POLICY**

The Diocese of Sacramento remains committed to providing a safe environment for children and adults in our parishes and Catholic schools. Our safe environment programs require training and fingerprinting for all adults working with children, and we continue to offer personal safety education programs for children in our faith formation classes, youth groups and Catholic schools.

In May 2008, we introduced a new online training program for adult employees and volunteers called Safe Environment Training. This program teaches important information regarding detecting and reporting suspected child abuse and also presents diocesan policies on sexual abuse prevention and reporting. **All adults working with children within the diocese will be asked to complete this new training.**

### **HOLIDAYS**

The following holidays will be observed by St. Vincent Ferrer Preschool and Daycare:

- |                         |                             |
|-------------------------|-----------------------------|
| *Labor Day              | *New Year's Day             |
| *Ministry Day           | *Martin Luther King Jr. Day |
| *Thanksgiving Day       | * President's Day           |
| *Day after Thanksgiving | *Good Friday                |
| *Christmas Eve          | *Monday after Easter        |
| *Christmas Day          | *Memorial Day               |
| *Day after Christmas    | * Juneteenth                |
| *New Year's Eve         | *Independence Day           |

The Preschool and Daycare will also be closed for Teacher In-Service one week prior to the start of our fall and summer sessions. Other occasions of closure, either full or in half, will be posted and included in the monthly newsletters sent home to the parents and/or announced through School Speak.

### **PHOTOGRAPHY/VIDEOGRAPHY**

Parents give the school permission to take photographs and video of his/her child during special occasions, for class related projects and social medial publications.

### **FIELD TRIPS**

In signing this agreement, you give your child permission to take part in walking field trips around the church facility, to JFK Library, Marian Park, Waterfront, Post Office and the immediate neighborhood. A special form will be sent home for trips away from the school.

Parent / Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_